



SPREP

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SPREP Circular

Circular No.: 11/13
File: AP 3/2/28/1
Date: 8 February 2011
To: SPREP Focal Points
Climate Change Focal Points
Subject: Reminder - 2011 Pacific Climate Change Roundtable
(PCCR), 14 – 18 March 2011, Niue

Dear Focal points,

Further to circulars sent out earlier (19th of November and 23rd of December 2010) we would like to remind you that the dates for the Pacific Climate Change Roundtable are drawing closer (March 14th to 17th, Alofi, Niue).

A draft agenda is attached for your information.

Given that there is only one flight a week in and out of Niue, all participants will be arriving on Friday 11th of March, and on Saturday we have a field trip planned that will visit a number of sites related to climate impacts, adaptation and mitigation options.

There are no formal meetings scheduled for Friday 18th, as this is the day that the flight would take everyone back through to NZ, but this might also provide an opportunity for countries and partners to schedule informal breakfast discussions, before the flight (which leaves around midday).

LOGISTICS FOR NIUE

To help assist with your travel arrangements, please take note of the following logistical arrangements.

Updates Templates:

Also attached here is a template for ease of compiling relevant national information on key national climate change initiatives/activities since the 2009 roundtable. Could you kindly confirm that your country participants filled the template and send to the secretariat by the 10th March 2011.

Flights:

There is only one flight per week into Alofi, Niue, on Air New Zealand, so all participants should book to leave on the Air New Zealand flight on the Friday 11th of March, and to depart Niue on the Friday 18th of March.



SPREP will be taking care of bookings of all sponsored participants, but for self funded delegates we recommend that you book early, as this is the only flight option available.

Meeting Venue:

The venue of the meeting will be at the Millennium Hall, in Alofi, Niue. One additional side event has been planned on the Tuesday evening (March 15th) which will be held in the evening at the Matavai resort. Transportation to and from this event (from those staying outside of the Matavai) will be provided.

Accommodation:

SPREP will be block booking to keep all sponsored participants in the one venue (Matavai Resort). For self funded participants, please note attached to this letter the range of options available in Niue. Please also note that the Government of Niue has arranged for a block booking arrangement, and all accommodation bookings should be made through SPREP (email Ms Joyce Tulua at joycet@sprep.org). This will also enable us to ensure that you are included in local transportation routes, to and from the meetings, side events and field trips.

Transportation:

The Government of Niue is providing local transportation for all participants. This will include transportation to and from the airport, your accommodation and the scheduled meetings.

Meals:

Please note that lunches will be served at the central meeting venue (Millenium Hall) each day, and a dinner will be provided at the Tuesday evening (15th March) side event.

For participants sponsored at SPREP, financial regulations have required that we deduct the cost of these meals from your per diems.

For self funded participants, you will be required to buy lunch vouchers at NZD 15 each, to cover the costs of your meals. Lunch will be provided in a manner that allows us to keep to the meeting schedule and will also allow for maximum participation in scheduled side events.

Additional to this, there will be an opening cocktail held on the Monday evening (hosted by the Niue Government) and a closing cocktail on the Thursday evening (hosted by SPREP).

Please do not hesitate to contact the SPREP team, should you have any additional questions with regards to the PCCR at joycet@sprep.org

Yours Sincerely,

A handwritten signature in black ink, appearing to read "Sheppard", written in a cursive style.

David Sheppard
Director

Attachments:

1. Draft Agenda (7 Feb 2011)
2. Country Update Template
3. List of Accommodation

DS/NP/jt